

## Ordering from the Department of Printing Fulfillment Center

**Orders will be filled and shipped directly to you from the Department of Printing.**

**A List of Materials/Order Form is included to help you order.** We strongly encourage you to use the Internet to place orders, however, orders can be placed in 3 ways:

- **Internet** – Use the instructions below to order from the WA Department of Printing's General Store. Internet orders will be shipped approximately 2-3 days after your order is placed. (Web address: [www.prt.wa.gov](http://www.prt.wa.gov))
- **FAX** – Use the order form provided for faxing orders. Faxed orders will be shipped approximately 4-5 days after your order is placed. (FAX - 360-586-8831)
- **Phone** – Use the \*materials list as a guide for phoning in orders. Phone orders will be shipped approximately 4-5 days after your order is placed. (Phone: 360-570-5024)

### **Internet Ordering Instructions:**

1. Go to the WA Department of Printing's website at [www.prt.wa.gov](http://www.prt.wa.gov)
2. Choose "**General Store**"
3. You will be asked if you are new or if you have been here before. Click on the appropriate box.
4. **If you are new** you will be asked to enter a user name and password. (Use your email address as your login. This allows DOP to easily find your password should you ever forget it.) If someone else is not using your login it will immediately be accepted. Write down your login and password for future reference.
5. Select "**Shop by Agency**" and choose the agency - **Department of Health** and then **WIC**. The following materials will be listed: Click on an item and you will see a picture of it and a brief description. Place it in your shopping cart by clicking on the "**Add to Cart**" button. **Important!** Change the quantity from the default of 1 and click "Update Cart". If you do not click update cart you will receive the default number of 1 item.

*Materials List	Number
Rights and Responsibility form (Eng, Sp, Ru, Vi, So, Ch, Ca, Ar, Ko)	DOH 962-010
Appointment folder (Eng, Sp, Ru, Vi, So, Ch, Ca, Ar, Ko)	DOH 963-105
Appointment folder sleeve (clear plastic bags)	No number

6. Continue shopping or "**Check Out**".
7. Enter all your shipping information. Enter your WIC clinic name using the "First Name" and "Last Name" lines on the "Contact Info" screen. Enter your name on the "Ship To" screen. Click the "**Total**" button.
8. Enter your contact information, **especially your phone number**. Click the "**Continue**" button and you should see a confirmation of your order. Print this page for your records.

**Call the Department of Printing (360-570-5022) for:**

- Questions about using the General Store or fax or phone orders
- Changing an order after you have placed it
- Additional questions you may have about your order

**Call your Local Program Consultant** at the State WIC office (1-800-841-1410) for

- Questions about policies or procedures
- Questions about the materials